



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 5/11/2016	<u>Interviewer:</u> Sue Guenter-Schlesinger (SGS)	RFA #16 – 14
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> Cell: [REDACTED] or on campus [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Associate Professor, [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input checked="" type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input checked="" type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
5/11/2016	[REDACTED] t/c with Sue	[REDACTED] is upset about the [REDACTED] staff's demeanor and the way they responded when she expressed concern to them about their demeanor.
5/11/2016	[REDACTED] email to Sue	She is concerned that the [REDACTED] staff may have treated her differently because of her race/gender.
5/12/2016	[REDACTED] email to Sue	The [REDACTED] staff's demeanor and ways of handling the issue have caused great distress to her and affected her physical health.
5/12/2016	[REDACTED] t/c with Laura Langley	Called to let Sue know that she received Sue's voicemail and sent Sue an email.
5/13/2016	[REDACTED] t/c Lynae	[REDACTED] returning Sue's call.
5/15/2016	[REDACTED] email to SGS	Outlining concerns/seeking advice about her [REDACTED] in [REDACTED] because [REDACTED] feels that [REDACTED] has proved to be emotionally unstable and has lashed out at adults.
5/17/2016	[REDACTED] returning Sue's call	

5/18/2016	SGS meeting with [REDACTED]	<p>On May 11, [REDACTED] observed a [REDACTED] staff member near the [REDACTED] that was telling the [REDACTED] whether they could get [REDACTED] or not, and she had her arms crossed, which seemed unfriendly to [REDACTED]. Afterwards, [REDACTED] called the main office number and eventually spoke with a staff assistant and described what she saw at the [REDACTED] her concerns. The staff member said she would let [REDACTED] Manager [REDACTED] know, when she returns to the office, and was not receptive when [REDACTED] asked her to go see if she observed the same behavior.</p> <p>Later in the day [REDACTED] got a follow-up call from [REDACTED], staff in [REDACTED] says that as she described the situation, [REDACTED] repeatedly cut her off, spoke loudly, was very defensive, and said that [REDACTED] was making a huge fuss out of this situation.</p> <p>[REDACTED] was upset and went to [REDACTED] afterwards and spoke briefly with [REDACTED] describing her phone conversation with [REDACTED] said [REDACTED] was making a huge fuss. [REDACTED] asked [REDACTED] if she would not want [REDACTED] to report when they see something, to which [REDACTED] replied that if you're that type of [REDACTED] you should pull your [REDACTED], and advised [REDACTED] that in the future she should reflect on her emotions and take time to calm down before she says something. This is when [REDACTED] left and called EOO.</p> <p>[REDACTED] main concerns are that [REDACTED] will not be treated differently; that something will be done regarding [REDACTED] staff training; and that she receive an apology from the [REDACTED] staff.</p> <p>Note: On 5/17, [REDACTED] told [REDACTED] that she did not want to [REDACTED] in [REDACTED] room with [REDACTED] who take [REDACTED], and that [REDACTED] should call her [REDACTED] [REDACTED] said no....you will [REDACTED] there and no one called [REDACTED] [REDACTED] thinks that if her [REDACTED] doesn't want [REDACTED] in [REDACTED] room, they should [REDACTED] outside.</p>
5/19/2016	SGS meeting with [REDACTED]	
5/20/2016	[REDACTED] calling for SGS	Please call to give her an update.
5/24/2016	SGS email to [REDACTED]	Please call today.
5/24/2016	[REDACTED] returning Sue's call	Please give her a call when Sue has a break today.
5/26/2016	SGS meeting with [REDACTED] and [REDACTED]	
5/26/2016	SGS and [REDACTED] follow up meeting with Laura Langley	Regarding training for [REDACTED] staff.
5/29/2016	[REDACTED] email to SGS	Very grateful to Sue for her time and attention regarding [REDACTED] concerns.
6/9/2016	Laura Langley meeting with Eric Alexander and [REDACTED]	Regarding upcoming cultural diversity training to be conducted by EO Office for [REDACTED] staff.
6/14/2016	Training for [REDACTED] staff conducted by Laura Langley	

7/7/2016	Laura Langley meeting with Eric Alexander	To debrief the training Laura did for [REDACTED] staff and discuss possible future professional development opportunities.